

LAND DIVISIONS & DEDICATIONS

This chapter provides real estate information necessary for developing within the city. It includes processes and requirements for creating subdivisions, condominiums, maps of dedication, dividing and assembling land, changing property lines, and abandoning roadway and General Land Office easements. Land survey and mapping requirements for the city are also detailed.

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Land Survey

9191 N San Salvador
2nd Floor
480-312-5750

Current Planning

7447 E Indian School Road
Suite 105
480-312-7000

Plan Review

7447 E Indian School Road
Suite 105
480-312-7080

Records

7447 E Indian School Road
Suite 105
480-312-2356

One Stop Shop

7447 E Indian School Road
Suite 100
480-312-2500

www.ScottsdaleAZ.gov/Design/DSPM



This section describes the city's processes and requirements for preliminary and final plats for subdivisions (creating 4 or more lots), condominium development plats, and maps dedicating land and easements for public use. It also describes the plat amendment process for making changes to approved plats.

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GENERAL INFORMATION

3-1.000

PLATTING PROCESS

3-1.001

All subdivision, condominium and amended plats are processed, reviewed, and approved through the steps described in Section 1-1. The main purpose of these mapping processes is to accomplish the land division and associated dedications necessary for orderly development.

These land division products enable lots, rights-of-way, easements, tracts and other pertinent information to be dedicated and graphically depicted on maps. These maps convey many types of rights, responsibilities, and conditions, and become part of the public record through recordation in the Maricopa County Recorder's office.

SUBDIVISION APPROVALS

3-1.002

Subdivision plats require both Development Review Board and City Council approval. Amended Subdivision Plats (Replats) may only require City Council approval, depending on the extent of the amendment (refer to [Section 3-1.103](#)).

Subdivision final plats are scheduled for City Council approval when all final plans (improvement, landscape, plat, etc.) required for the subdivision have been reviewed and approved by city staff. Scheduling final plats is subject to City Council agenda priorities and availability. City Council approved final plats are recorded in the Maricopa County Recorders' office (<http://recorder.maricopa.gov>).

CONDOMINIUM APPROVALS

3-1.003

Condominium plats are usually developed in conjunction with a Development Review Board site plan approval process. A condominium plat may also be developed for the purpose of a conversion of an existing structure (apartment building, commercial center) to a condominium. Conversions of existing sites may not always require a Development Review Board approval, but will require a staff approval process to determine conformance with current requirements such as parking, drainage, access, etc (for more information, refer to www.scottsdaleaz.gov/bldgresources/devprocess/condoconversion.asp). In either circumstance, the final plat maps are approved administratively and do not require City Council approval.

MAPS OF DEDICATION

3-1.004

A Map of Dedication is used to establish similar rights-of-way, access, public utility easements, etc. and maintenance responsibilities as are established in subdivision or condominium maps. Maps of dedication are used in place of individual easements that may require lengthy metes and bounds legal descriptions and exhibits for commercial and industrial sites. These maps may be approved administratively and do not require City Council approval.

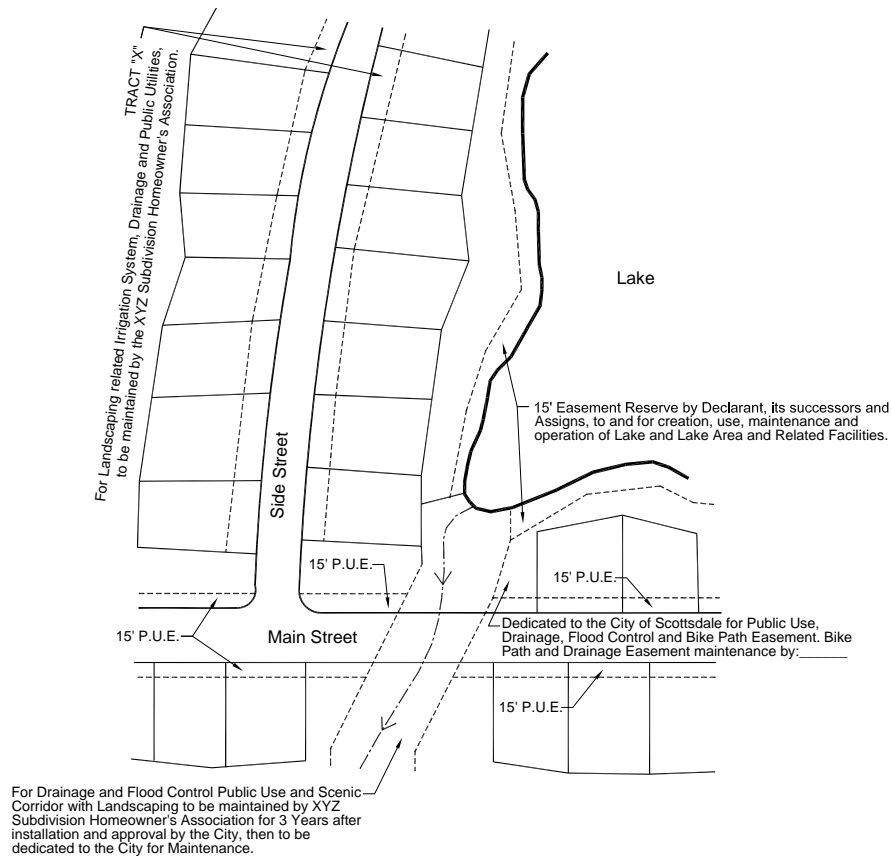


FIGURE 3.1-1. TYPICAL DEDICATION / EASEMENT NOTES

3-1.005**INDIVIDUAL DEDICATION BY SEPARATE INSTRUMENT**

Individual dedication forms are used in all other situations that require a roadway or an easement conveyance when no mapping process is required. See Appendix 3.1-A for dedication descriptions.

The dedication of property rights and maintenance requirements established by the recording of these maps and individual dedications are requirements of final plans approval process. No plan approvals or building permits will be issued until all dedications have been approved and recorded.

3-1.006**PUBLIC ROADWAY ABANDONMENT**

Public roadway abandonment is a process by which the city of Scottsdale gives up its public interest in public roadways. These roadways may have been obtained in many different forms, including but not limited to subdivision plats, deeds, easements, and reservations. These roadways may be called streets, alleys, rights-of-way, roadway easements and roadway reservations; they all contain roadway rights in favor of the city of Scottsdale (general public). Public roadways are typically recorded in Maricopa County Records' Office as a matter of public record. All public roadway abandonment requires a pre-application to initiate the process (www.scottsdaleaz.gov/dspm/checklists) and is subject to mandatory Planning Commission and City Council hearings (See Section 3-4).

3-1.007**RELEASE OF EASEMENTS**

All public utility easements and easements other than public roadways as described above, may be applied for release through the city's release of easement application (see

www.scottsdaleaz.gov/design/dspm/forms) . All requirements of the application must be completed, and submitted for review at the Development Services department along with the easement release application fee (see fee schedules at www.scottsdaleaz.gov/onestopshop). All application fees are non-refundable. If the application is approved, the city will record a release of easement document with Maricopa County acknowledging the city releasing its interest in the subject easement. A release of easement does not require Planning Commission or City Council hearings.

SUBDIVISION PLATS

3-1.100

A property owner wanting to subdivide land into four or more lots must file for review and approval of a preliminary and final plat. The Development Review Board must approve the preliminary plat. After the preliminary plat is approved, final engineering and plat plans must be submitted and approved through final plan review. The final plat requires City Council approval for substantial conformance to the preliminary plat. Once approved by City Council, the final plat will be recorded with Maricopa County Recorder's office to complete the process.

PRELIMINARY PLATS

3-1.101

A preliminary plat shows the approximate location of the street system, the approximate size and configuration of each lot and tract, and other information needed by the city to evaluate the proposed subdivision. Application submittal requirements beyond the general requirements listed below are determined in the pre-application meeting. See www.scottsdaleaz.gov/dspm/checklists for a preliminary plat checklist.

Plat requirements may result from **Zoning Ordinance** requirements such as the Planned Residential Development (PRD), the Environmentally Sensitive Lands (ESL) sections, or from specific zoning stipulations (see www.scottsdaleaz.gov/codes). The applicant is responsible for meeting all requirements.

At a minimum, the following information is required on all preliminary plat submittals:

1. Submit a digitized, electronic copy of the preliminary plat (see [Section 3-1.700](#) for specific requirements).
2. All maps need to conform to the land survey requirements shown in Section 3-3.
3. Provide statements describing the existing zoning, gross subdivision area in acres, number of lots, minimum lot size, and average lot size. A table is required on the plat showing all lot areas. Each tract, lot, or public rights-of-way must have a note indicating its approximate area, the planned use and improvement, if any, and the agency responsible for maintaining the tract.
4. Show the location and size of all existing easements, rights-of-way, and man-made structures or facilities within the boundary of the proposed subdivision.
5. Show the topography of the area to be subdivided under pre-development conditions. The portrayal of the topography must extend at least 150 feet outside the boundaries of the proposed subdivision. Use contour lines with the contour intervals listed below:
 - a. Within Hillside Conservation areas: 10-foot intervals.
 - b. Outside Environmentally Sensitive Lands (ESL) areas: 1-foot interval.
 - c. Within Environmentally Sensitive Lands (ESL) areas: 2-foot intervals or at appropriate intervals as determined by the Current Planning Director.
 - d. Within Hillside District (HD) areas: 2-foot intervals.
6. Indicate by arrows the location, direction, and amount of flow of all natural washes and existing or planned man-made drainage channels which flow through, adjacent to, or begin within the proposed development.

7. Show all lots, tracts, and street rights-of-way planned within the subdivision. Number all lots sequentially and identify all tracts by letter; provide dimensions to indicate the sizes of all lots and tracts. Show required setback lines and proposed building envelopes (if used).
8. Designate all areas within the plat boundaries not occupied by lots or public streets as tracts. Label the tracts' use and note the agency responsible for the maintenance of the tracts.
9. Guidance for Corner Lots
 - a. A corner lot should not be so small or narrow to prohibit building a house comparable to others within the subdivision.
 - b. Corner lots will have an 8-foot public utility easement adjacent to the property line in the front yard as well as the yard facing the side street. Fences and walls cannot be constructed within these easements. It is also recommended that mailboxes other above ground non-utility structures be located outside these easements.
 - c. Lots may need to be larger if they have drainage easements, are located on adverse terrain or where substantial cuts or fills occur, or along subdivision perimeters.
 - d. Where a corner lot abuts a key lot, the height and location of walls and fences in the yard facing the side street must conform to the front yard requirements for walls and fences.
10. Utility easements along side or rear lot lines must be entirely within a lot (i.e. not split with part on one lot and the remaining portion on an adjacent lot), and must be at least 12 feet wide. Utility easements along the front of lots and tracts must be at least 8 feet wide.
11. Surface drainage easements may be split so that a portion lies on one lot and the remaining portion lies on the adjacent lot.
 - a. If development approval requires a wash be retained in its natural state, then submit supporting hydrologic and hydraulic calculations with the preliminary plat to demonstrate:
 - i. The easement or tract set aside for drainage is of sufficient width to carry the peak 100-year flow without endangering life or property outside the easement or tract, and
 - ii. The easement or tract set aside will accommodate usual maintenance equipment.
 - b. If a development will have a property owners association, then land set aside for surface drainage should be in a tract owned and maintained by the property owners association and not in an easement (where maintenance responsibility would be split among several property owners).
12. Identify areas to be used for storm drainage retention or detention. These areas will be tracts owned and maintained by a property owners association. Sufficient dimensions and other information must be provided to describe the size of the area, the approximate depth, and the slope of the sides.
13. Show the proposed layout of water and sewer lines for the development. Indicate the size of the lines and direction of flow.
14. Show the street drainage pattern and direction by arrows and indicate those points where concentrated flow is added or removed from the street.
15. Show proposed locations of bikeways and multi-use trails within the plat boundaries and that must conform to the city's approved master plan.

16. If the subdivision will have a property owners association, indicate this on the plat with an appropriate statement as it relates to the duties and requirements as outlined in the CC & Rs – i.e. the ownership and maintenance of tracts.
17. If streets will be private, indicate this with a note on the plat, and state that the property owners association will maintain streets and any streetlights located within the private rights-of-way.
18. If the developer intends to have one recorded plat for the entire subdivision, but plans to phase the improvements, the plat must have a statement indicating this and suitable marking showing the proposed phasing. Indicate any temporary cul-de-sacs, infrastructure lines, valves, etc.
19. Submit a master plan for a large parcel of land that will be subdivided with several recorded plats over a period of time. Submit a preliminary plat for only the “first phase” that the developer intends to secure a recorded plat. Submit subsequent preliminary plats that conform to the master plan.
20. All projects subject to the ESLO will provide Natural Area Open Space (NAOS) as required in Section 7.853 of the Zoning Ordinance. All exempted hillside ordinance projects shall provide NAOS as required in former Section 6.806.A.1 of the Zoning Ordinance.
21. Show the proposed layout and distribution for all required NAOS. NAOS may be maintained by a property owner’s association and shall be dedicated as an easement. In addition, indicate the process for NAOS dedication either all on the final plat, or some at the time of custom lot site plan development.
22. Submit a native plant program (see Section 7.500 of the Zoning Ordinance) for property containing protected native plant material as identified in Section 46-105 of the City Code.

FINAL PLATS

A final plat must be in substantial conformance with the approved preliminary plat, and all appropriate City Codes and Ordinances. The applicant is responsible to obtain and fulfill any and all City Codes and Ordinance requirements whether or not they are referenced or stated in this manual. The final plat must be approved through City Council and recorded in Maricopa County Recorder’s Office. Submit the final plat, prepared and sealed by a registered land surveyor, for approval by city staff and City Council.

3-1.102


LAND SURVEYOR’S CERTIFICATION	
<p>THIS IS TO CERTIFY that the Survey and Subdivision of the premises described and platted hereon were made under my direction during the month of _____, 20____; that the survey is true and complete as shown; that monuments shown actually exist or will be set as shown; that their positions are correctly shown; and that said monuments are sufficient to enable the survey to be retraced.</p>	
<p>_____ Name Registered Land Surveyor # _____</p>	

FIGURE 3.1-2. LAND SURVEYOR’S CERTIFICATION BLOCK

1. Include two copies, 24-inch by 36-inch blue lines, of the final plat, one copy with the improvement plans and one copy for planning review.
2. Submit a digitized, electronic copy of the preliminary plat (see [Section 3-1.700](#) for specific requirements).
3. All maps need to conform to the land survey requirements shown in Section 3-3.
4. Final plat must be in conformance with preliminary plat requirements and meet all requirements included on the Final Plans Submittal Requirement sheet of the preliminary plat stipulation package.
5. Submit a title report dated within 30 days prior to submittal date, with the final plat.
6. Dedication statements must describe the ownership, the formation of lots, streets, tracts and easements and include maintenance responsibilities and rights conveyed to the public or private rights conveyed to future or adjacent property owners. See [Figure 3.1-3](#) for a typical dedication statement.
7. Dedication language must include the following warranty:

"Owner Warrants and represents to the city of Scottsdale to be the sole owner of the property covered hereby and that every lender, easement holder or other person having any interest in the land adverse to or inconsistent with the dedications, conveyances or other real property interests created or transferred by this map has consented to or joined in this map. As evidenced by instruments which are recorded with the Maricopa County Recorders' Office or which owner will record not later than the date on which this map is recorded".

8. A Notary Public or other authorized officer, as set forth in Arizona Revised Statutes, must acknowledge the signature of the owner.
9. Ratification by lien-holders:
If any property is encumbered by a deed of trust, a mortgage, and/or an agreement, the lender must ratify (confirm/consent to and approve) the plat. The ratification must reference the date the lien was recorded and the docket and page in which the instrument was recorded by the Maricopa County Recorder's office. A Notary Public or other authorized officer, as set forth in Arizona Revised Statutes, must acknowledge the signature of the lien-holder. See [Figure 3.1-4](#) for a sample ratification.
 - a. If the lender is a corporation, submit a certified copy of a resolution identifying the individual authorized to sign on behalf of the corporation with the plat to the city for recording.
 - b. If a partnership and/or a joint venture is involved, submit a copy of the partnership or the joint venture agreement to the city for review. If either agreement does not designate an individual to sign on behalf thereof, include a resolution defining this responsibility.
 - c. A Notary Public must acknowledge the lender's signature.
10. Show all lots, tracts, and street rights-of-way planned within the subdivision. Number all lots sequentially and identify all tracts by letter; provide dimensions to indicate the sizes of all lots and tracts. A table showing the square footage for all lots is required on the plat.
11. Private streets require tracts separate from the lots with dimensions equal to the rights-of-way standard unless approved by City Council through the amended standards zoning process. Easements for private streets are unacceptable. Plats must have a note stating the following:

The streets are private streets, to be owned and maintained by the property owners association. Normally, after this plat is recorded, the city of Scottsdale will not accept dedication of the streets to the public in order to relieve the property owners association of street maintenance responsibilities unless all street improvements and rights-of-way meet current applicable city standards.

12. Private streets require controlled access to the public street system. These controlled access entrances to the subdivision private streets must provide adequate turn-around areas as prescribed by the city's Transportation Department.
13. Sight distance triangles must be clear of landscaping, signs, or other visibility obstructions between 2 feet and 7 feet in height and 6 inches maximum width or diameter.
14. Projects requiring dedication of NAOS shall submit a detailed worksheet and graphic depicting the required and provided amounts of NAOS being dedicated for the subdivision.
15. Submit a separate document at the time of final plat submittal identifying how NAOS will be secured prior to and during construction to ensure that those areas will remain undisturbed.
16. Once the plat is approved, submit three 4 mil photo plat Mylar originals or one original signed 4 mil plat Mylar and two 4 mil photo plat Mylar copies to the city for approval signatures. The city of Scottsdale required signatures for a final plat are depicted on the approval block exhibit ([see Figure 3.1-5](#)). All signatures must be in black ink. These plat Mylars will be recorded in Maricopa County Recorder's office. The original is returned to the city for permanent record, one copy stays at the Recorder's office, and one copy is returned to the surveyor/engineer.

PLAT AMENDMENTS

An owner/developer may want to make changes to an approved, recorded plat. The nature and complexity of the change will dictate the amendment process as described below. City staff will determine if the re-platting or an amendment to plat is subject to changes in ordinance, city code, or state statute enacted since the original plat was approved.

1. Return to the preliminary plat/final plat procedure (major changes):

This method is used when major changes are proposed to zoning, lot size, number of lots (+/- three or more), tracts, or common area facilities. Any change, which substantially alters the original approved plat, as determined by city staff, requires a full preliminary plat and final plat procedure.

2. Re-plat procedure (moderate changes):

This method is used when proposed changes involve items such as the following: number of lots (+/- one or two), lot lines (+/- three feet or more) of more than three lots, roadway alignment, abandonment of public rights-of-way, vacation of easement, rededication of easements or rights-of-way, changes to common areas tracts, or third party involvement (i.e. lien holders, financial institutions, property owners association). No preliminary plat is required with this procedure. A final plat process is required, and re-plats also require City Council approval.

3. Certificate of Correction (minor changes):

This method is used when no more than a maximum of three minor changes are proposed. These changes may be to lot lines (2 ft or less) of one or two lots, bearing or distance changes, minor corrections to language of dedication, notes, or legal description. Certificates of correction prepared by the original surveyor are preferred.

3-1.103

DEDICATION STATEMENT

KNOWN ALL MEN BY THESE PRESENTS: That (Subdivider name, whether individual, Partnership, or an Arizona Corporation), as owners have subdivided under the name of "(Subdivision Name)" i.e. "Pinnacle Vista", a portion of Section 34, Township 5 North, Range 5 East, of the Gila and Salt River Base and Meridian, City of Scottsdale, County of Maricopa, State of Arizona, as shown platted hereon and hereby publishes this plat as and for the plat said (i.e.) "Pinnacle Vista" and hereby declares that said plat sets forth the location and gives the dimensions of the lots, streets, tracts and easements constituting same and that each lot, tract, and street shall be known by the number, letter or name given to each, respectively, on said plat. Easements are dedicated to the city for the purposes shown.

114th street is hereby dedicated to the city for public roadway purposes.

Ingress & Egress of the property owners of Pinnacle Vista, their guests and invitees.

Non-exclusive easements over Tract 'A' is dedicated to the city for emergency service and refuse collection vehicle access, drainage, public utilities and landscaping purposes.

A Public Utility Easement (P.U.E.) for the purposes of installation, operation, maintenance, repair, removal, relocation and access is hereby dedicated to the city as indicated on the plat to provide public utilities.

A Sewer line easement is hereby dedicated to the city over Tracts 'B' & 'B'.

A waterline easement is hereby dedicated to the city over Tracts 'C' & 'D'.

A Natural Area Open Space (N.A.O.S.) easement is hereby dedicated to the city over Tract 'C' and portions of Tracts 'B' & 'D'.

Landscape easements are hereby dedicated to the city over the areas shown.

Drainage easements are hereby dedicated to the city over the areas shown.

Owner warrants and represents to the city of Scottsdale to be the sole owner of the property covered hereby and that any homeowners association, lender, easement holder or other person or entity having any interest in said property has consented to and joined in this plat, as evidenced by instruments recorded with the Maricopa County Recorder's office or which owner will record, not later than the date on which the plat is recorded.

In witness whereof: _____, as owner, has hereunto caused its corporate name to be signed by the undersigned officer hereby duly authorized this the _____ day of _____ 20____.

By:

Individual, Partnership, or an Arizona Corporation

Title or Position

ACKNOWLEDGMENT

STATE OF ARIZONA)
) S.S.
COUNTY OF MARICOPA)

The foregoing instrument was acknowledged before me this the ____ day of _____, 20____.

Notary Public

My commission expires: _____

FIGURE 3.1-3. SAMPLE DEDICATION STATEMENT

RATIFICATION STATEMENT	
<p>As beneficiary under that certain deed of trust recorded in the County Recorder's Office, Maricopa County, Arizona, in Recorder's Number (MCR#)</p> <p>_____, the undersigned hereby ratifies, approves and confirmation is given to said dedications as stated in this plat as to the interest of the undersigned. The person signing for Beneficiary warrants and represents they have power and authority to do so.</p>	
<p>By: _____</p> <p>_____</p> <p>Title or Position</p> <p>_____</p> <p>Date</p>	<p>By: _____</p> <p>Individual, Partnership, or Financial Institution, as beneficiary</p> <p>_____</p> <p>Date</p>
ACKNOWLEDGMENT	
<p>STATE OF ARIZONA)) S.S. COUNTY OF MARICOPA)</p> <p>The foregoing instrument was acknowledged before me this the _____ day of _____, 20____.</p> <p style="text-align: right;">_____ Notary Public</p> <p style="text-align: right;">My commission expires: _____</p>	

FIGURE 3.1-4. SAMPLE RATIFICATION STATEMENT

APPROVAL BLOCK FOR A SUBDIVISION PLAT	
<p>Approved by the Council of the City of Scottsdale, Arizona this the _____ day of ___, 20_, by _____, Mayor.</p>	
<p>ATTEST By: _____ City Clerk</p>	
<p>I hereby certify that this plat substantially conforms to the approved preliminary plat.</p> <p>By _____ Chief Development Officer</p> <p style="text-align: right;">_____ Date</p>	
<p>I hereby certify that all engineering conditions and requirements of the City Code have been complied with.</p> <p>By _____ Project Coordinator</p> <p style="text-align: right;">_____ Date</p>	

FIGURE 3.1-5. SUBDIVISION APPROVAL BLOCK

APPROVAL BLOCK FOR CONDOMINIUM PLATS, MAPS OF DEDICATIONS, LOT LINE READJUSTMENTS, PROPERTY ASSEMBLAGES & LAND DIVISIONS	
<p>I hereby certify that all engineering conditions and requirements of the City Code have been complied with.</p>	
<p>By _____ Chief Development Officer</p>	<p>_____ Date</p>
<p>By _____ Project Coordinator</p>	<p>_____ Date</p>

FIGURE 3.1-6. OTHER APPROVAL BLOCK

3-1.200

CONDOMINIUM PLATS

Condominium (condo) plats create a system of individual fee ownership units in a multi-unit structure, combined with joint ownership of common areas of the structure and land.

3-1.201

CONDOMINIUM PLAT PROCESS

Condominium plats require Development Review Board approval, must conform to all City Code and Ordinances, Development Review Board stipulations, and Arizona State Department of Real Estate requirements. The applicant is responsible to obtain and fulfill any and all of these requirements whether or not they are referenced or stated in this manual.

Conversions of existing sites may not require a Development Review Board approval, but will require a staff approval process to determine conformance with current requirements such as parking, drainage, access, etc.

A. Condominium Plat Submittal Requirements

1. Submit one 24-inch by 36-inch copy of the plat to the city for review.
2. Submit a title report for the property with the plat, dated no older than 30 days from the submittal date.
3. Condominium plats require the following warranty statement:

Owner Warrants and represents to the city of Scottsdale to be the sole owner of the property covered hereby and that every lender, easement holder or other person having any interest in the land adverse to or inconsistent with the dedications, conveyances or other real property interests created or transferred by this map has consented to or joined in this map. As evidenced by instruments which are recorded with the Maricopa County Recorder's Office or which owner will record not later than the date on which this map is recorded.

4. A Notary Public or other authorized officer, as set forth in Arizona Revised Statutes, must acknowledge the signature of the owner.
5. All maps need to conform to the land survey requirements shown in Section 3-3.
6. Condominium plats, in addition to establishing the units and common areas, may dedicate public streets, easements, private streets, and private easements. Dedication statements must describe the ownership, formation of units, streets, tracts and

easements and include information on maintenance and rights conveyed to the public or private rights conveyed to future or adjacent property owners (see Figure 3.1-1).

7. Identify each subdivided condominium space by number and all tracts for common use by letter. Provide bearings, distances, dimensions, and curve data necessary for the complete description of each subdivided space or tract. Any area not occupied by a residential unit is common area and must be designated as a tract.
8. All suites must conform to MAG standards; Commercial - 3-digit suite numbers, Residential – 4-digit unit numbers. Example: 1st floor 101; 2nd floor 201; 3rd floor 301.
9. Verify that each building has a unique identifier, such as Building 1, Unit 1001, or Building A, Suite 101.
10. In cases of existing projects where the recorded suites/units do not conform to MAG standards, an affidavit of correction will need to be submitted to the city by the engineer of record. The affidavit shall include a city of Scottsdale signature line for city approval.
11. The city of Scottsdale will record the affidavit and advise the engineer of the recording information.
12. The floor elevations for each residential unit must be tied to the city of Scottsdale's vertical control datum. The residential unit boundaries must provide horizontal ties by bearing and distance dimensions to the development boundary lines.
13. Excluding perimeter streets that may be public, streets within the condominium are private streets, and the condominium plat must have a note stating the following:

The streets are private streets, to be owned and maintained by the property owners association. Normally, after this plat is recorded, the city of Scottsdale will not accept dedication of the streets to the public in order to relieve the property owners association of street maintenance responsibilities.

14. Condominium plats **do not** require City Council approval. A signature block for the Project Coordinator recommending approval, and for the Chief Development Officer approval is required. See [Figure 3.1-6](#) for the approval block.
15. If a common area for a condominium development will be used as a "blanket easement" for public utilities, the areas which will be used for swimming pools, saunas, or other permanent structures (other than dwelling units) should be shown as exceptions to the "blanket easement".
16. Once the plat is approved, submit three 4 mil photo plat Mylar originals or one original signed 4 mil plat Mylar and two 4 mil photo plat Mylar copies to the city for approval signatures from the Project Coordinator and Chief Development Officer. All signatures must be in black ink. These plat Mylars will be recorded in Maricopa County Recorder's office. The original is returned to the city for permanent record, one copy stays at the Recorder's office, and one copy is returned to the surveyor/engineer. The city of Scottsdale required signatures for a condominium plat are depicted on the approval block exhibit ([see Figure 3.1-6](#)).
17. Condominium plat maps are recorded by Maricopa County Recorder's Office as described in [Section 3-1.400](#).

MAP OF DEDICATION

A map of dedication is used on commercial and industrial sites in place of individual easements that may require lengthy metes and bounds legal descriptions and exhibits. These maps are used to dedicate land to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, or other public use. A map may also dedicate easement rights for private purposes.

3-1.300

Maps of dedication are approved administratively and do not require City Council approval.

3-1.301

MAP OF DEDICATION SUBMITTAL

1. Submit one 24-inch by 36-inch copy of the map to the city for review.
2. All maps need to conform to land survey requirements described in Section 3-3.
3. Submit a title report for the property with the plat, dated no older than 30 days from the submittal date.
4. A dedication statement is required for all road rights-of-way and easements to be dedicated to the public, and for any and all private roadways and easements. A Notary Public or other authorized officer, as set forth in Arizona Revised Statutes, must acknowledge the signature of the owner. See [Figure 3.1-3](#) for a dedication and acknowledgment example.
5. A dedication requires the following warranty statement:

Owner warrants and represents to the city of Scottsdale to be the sole owner of the property covered hereby and that every lender, easement holder or other person having any interest in the land adverse to or inconsistent with the dedications, conveyances or other real property interests created or transferred by this map has consented to or joined in this map. As evidence by instruments which are recorded with the Maricopa County Recorder's Office or which owner will record not later than the date on which this map is recorded.

6. If a deed of trust, mortgage, or property interest agreement encumbers any of the property, the lender must ratify (consent to and approve) the map. The ratification must reference the date the lien was recorded and the docket and page in which the instrument was recorded by the Maricopa County Recorder's office. See [Figure 3.1-4](#) for an example.
 - a. If the lender is a corporation, submit a certified copy of a resolution showing who is authorized to sign on behalf of the corporation with the plat to the city for recording.
 - b. If a partnership and/or a joint venture is involved, submit a copy of the partnership or the joint venture agreement to the city for review. If either agreement does not designate an individual to sign on behalf thereof, include a resolution defining this responsibility
 - c. A Notary Public must acknowledge the lender's signature.
7. Each map of dedication must have an approval block for the Project Coordinator recommending approval, and an approval signature block for the Chief Development Officer. See [Figure 3.1-6](#) for an example of the approval block.
8. Submit on three 4 mil photo Mylar signed original drawings or one original 4 mil Mylar plat drawing and two 4 mil photo Mylar copies or to the city for approval signatures from the Project Coordinator and the Chief Development officer. All signatures must be in black ink.
9. Recording a Map of Dedication is the same process as subdivision maps. See Section 3-1.400 below.

3-1.400

RECORDING PROCESS & REQUIREMENTS

Subdivision plats, condominium plats, amended plats, and maps of dedication must be recorded at the Maricopa County Recorder's office. The city of Scottsdale fees for recording the final plat are found in the city's current Fee Schedule (www.scottsdaleaz.gov/bldgresources/fees).

Subdivision Plats must be submitted to the city within 90 days of the final plat approval by City Council. The sub-divider shall submit three original final plats or one original final plat plus two photocopies, all on 4 mil Mylar.

1. All other maps may be submitted to the city after final plans approval.
2. Within 30 days of receiving the final plat Mylars and recording fee, the city shall record the plat at the Maricopa County Recorder's Office.
 - a. Staff may approve recordation by a reputable title company. The property owner or their agent will provide the city with a title company name, address, and title officer's phone number. The title company will be contacted when the plat is fully executed by the city and ready for recording. Once the plat is released to the title company, the title company will have five days to record the plat.
 - b. If the title company is unable to perform the recording within five days, it will either arrange for an extension through city staff or return the plat. Once recorded, the title company will return one original Mylar to the city's Records Department.

PLAT MAP STANDARDS

3-1.500

The following depict the general map submittal standards for subdivision plats, condominium plats and maps of dedication. Each map type may require additional items that are not included in this list.

A. Cover Sheet

1. Name of proposed project
2. Legal description and Township/Range
3. Owner/Developer name, address, phone number
4. Engineer/Surveyor name, address, phone number
5. Existing zoning, number of acres
6. Vicinity map
7. Sheet number
8. Dedication setting forth ownership, lots, streets, easements etc.
9. Owner Signature Block and Acknowledgement
10. Ratification by lien-holders and Acknowledgements
11. Registered land surveyor seal
12. Legend
13. All plan check, zoning, development review, use permit case numbers along the right hand border.
14. Provide in block form in the lower right hand corner of the plat the following information:
 - The name, address, and telephone number of the individual or agency that prepared the plat.
 - Name of the subdivision, condominium or map of dedication.
 - Date prepared and job number.
 - Scale.
 - "Sheet ____ of ____ sheets."

B. Required Notes

1. Certification

This certification must be provided by a land surveyor registered to practice in Arizona stating that the plat was made under their direction and that it meets the minimum

standards of Arizona Land Boundary surveys. The land surveyor's seal must be placed on each sheet of the plat. See [Figure 3.1-2](#) for an example.

2. City of Scottsdale water service area:

This development is on the city of Scottsdale Water system, which has a certification of assured water supply.

3. If not a city of Scottsdale water service area:

A certificate of assured water supply has been submitted to the city of Scottsdale for this development.

4. When a plat lies within a 2 mile vicinity of the Scottsdale Airport the following note is required:

This plat lies within close proximity to the Scottsdale Airport ("the Airport"), which is located between Frank Lloyd Wright Boulevard on the north, Pima road on the east, Thunderbird Road on the south and Scottsdale Road on the west. The Airport is a general aviation reliever/commercial service airport for Scottsdale /Phoenix area.

C. Plan Sheets

1. Land surveyor's seal on all pages
2. Bearings, dimensions and curve data necessary for lot, tract, street, easement, etc.
3. Line tables
4. Curve tables
5. Scale, north arrow
6. Identify all abutting property including roadways with names and recording information within 150 feet of the proposed subdivision boundary
7. Natural Area Open Space exhibit
8. Provide in block form in the lower right hand corner of the plat the following information:
 - a. The name, address, and telephone number of the individual or agency that prepared the plat.
 - b. Name of the subdivision, condominium or map of dedication.
 - c. Date prepared and job number
 - d. Scale.
 - e. "Sheet ____ of ____ sheets."

3-1.600

DEDICATION BY SEPARATE INSTRUMENT

Some developments require dedications of public rights-of-way, easements, or other types of property rights and may not need a plat or a map of dedication. In these instances, dedications are acquired through separate legal dedication forms, including confirmation forms from any lien-holders with interest in the property.

3-1.601

DEDICATION PROCESS

Submit the following documents for review and approval by the final plans staff. The city will record these documents with the Maricopa County Recorder's Office. Dedications must be approved and recorded before the city will approve final plans and issue permits.

1. Complete the appropriate dedication form and/or confirmation form (available at: www.scottsdaleaz.gov/design/dspm/forms). All property owners must sign and notarize the form. All lien-holders with an interest in the subject property must sign and notarize a confirmation form. If there are no lien-holders, there is not requirement for a confirmation form.
2. A Legal Description & Exhibit defining the dedication area must be prepared and sealed by a Registered Land Surveyor. Attach the legal description and exhibit to the dedication document and the confirmation form (if there are lien-holders). The combined forms will be recorded as a single dedication document.
3. Provide a title report not more than 60 days old showing the correct and full ownership of the property, along with all the liens and encumbrances as proof of ownership and validation of the possible lien-holders.

ELECTRONIC SUBMITTAL GUIDELINES

3-1.700

The city of Scottsdale has adopted the following Maricopa County guidelines as the minimum set of CAD layering standards. This document is designed to serve as a guideline to efficiently apply CAD layering and naming conventions to finalized subdivision plats. The guidelines are intended to be flexible to encourage CAD application development and standardization throughout Maricopa County.

The layering and naming conventions used are derived from the national standards established by the American Institute of Architects (AIA).

LAYER NAME FORMAT

3-1.701

No layer name should be longer than 16 characters and must be in the following format:

X-YYYY-ZZZZ-AAAA

X = Discipline - "C" character designating civil engineering design discipline(AIA).
YYYY = Major group - 1-4 characters, used to denote sub-disciplines based on construction or informational types such as Right-of-Way, Boundaries, Easements, Parcels, etc.
ZZZZ = Modifier - 1-4 characters (optional), used to further define major groups. Not needed if major group name alone will suffice.
AAAA = User defined - 1-4 characters (optional), used to further define major groups and modifier.

Example:

C-RW-CL-NMS

C	=	Civil
RW	=	Street and Freeway Right-of-Way
CL	=	Centerlines
NMS	=	Street and Freeway Names

All digitized plats shall be referenced to a known section corner with the basis of bearing clearly stated, and projected to state plane coordinates (all submittals should be NAD88 horizontal and NAD88 vertical per city of Scottsdale control grid).

LAND DIVISIONS, ASSEMBLAGES & ADJUSTMENTS

This section provides standards, policies, and the review and approval process for property divisions (creating 2 or 4 lots), property assemblages, and property line adjustments. Following this guidance will assist in creating lots that meet the minimum development standards of the zoning ordinance and provide required right of way and easement dedications.

Land Survey

9191 N San Salvador
2nd Floor
480-312-5750

Current Planning

7447 E Indian School
Road
Suite 105
480-312-7000

Plan Review

7447 E Indian School Road
Suite 105
480-312-7080

Records

7447 E Indian School
Road
Suite 105
480-312-2356

One Stop Shop

7447 E Indian School
Road
Suite 100
480-312-2500

contents

Sections _____

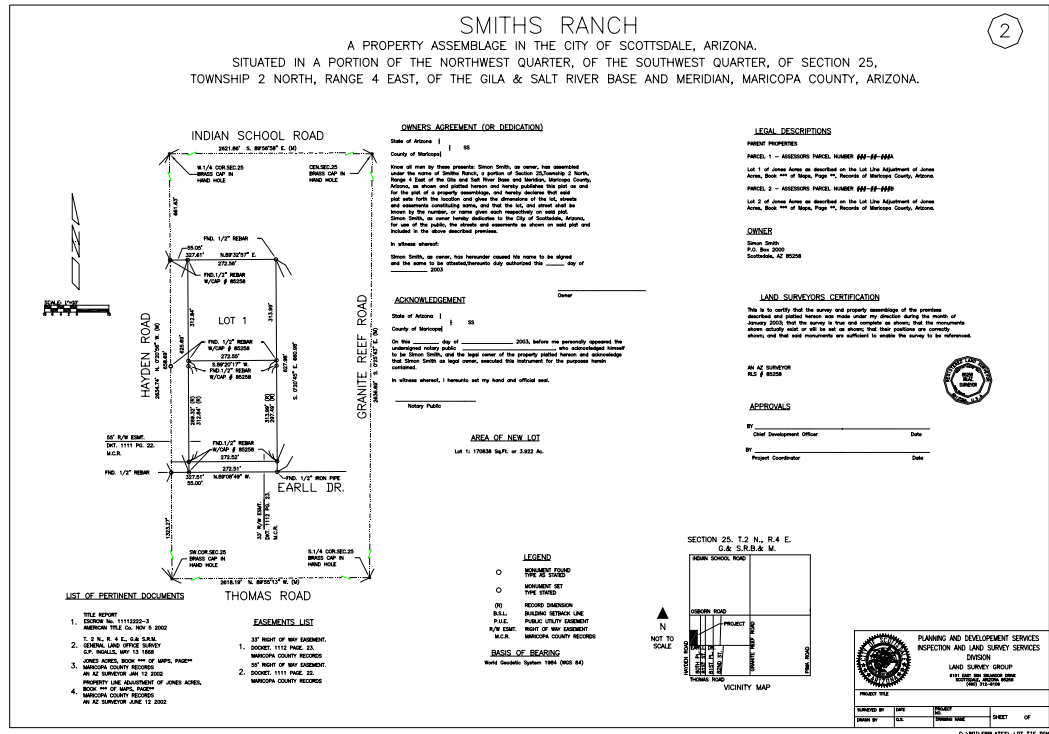
- 3-2.000** General Information
- 3-2.100** Procedures
- 3-2.200** Important Limitations & Policies
- 3-2.300** Titles Of Dedications / Declarations

3-2.000

PAGE 1

B. Property Assemblage

A property assemblage is when 2 or more existing lots or tracts of land are combined into a single lot or tract of land as shown in Figure 3.2-2



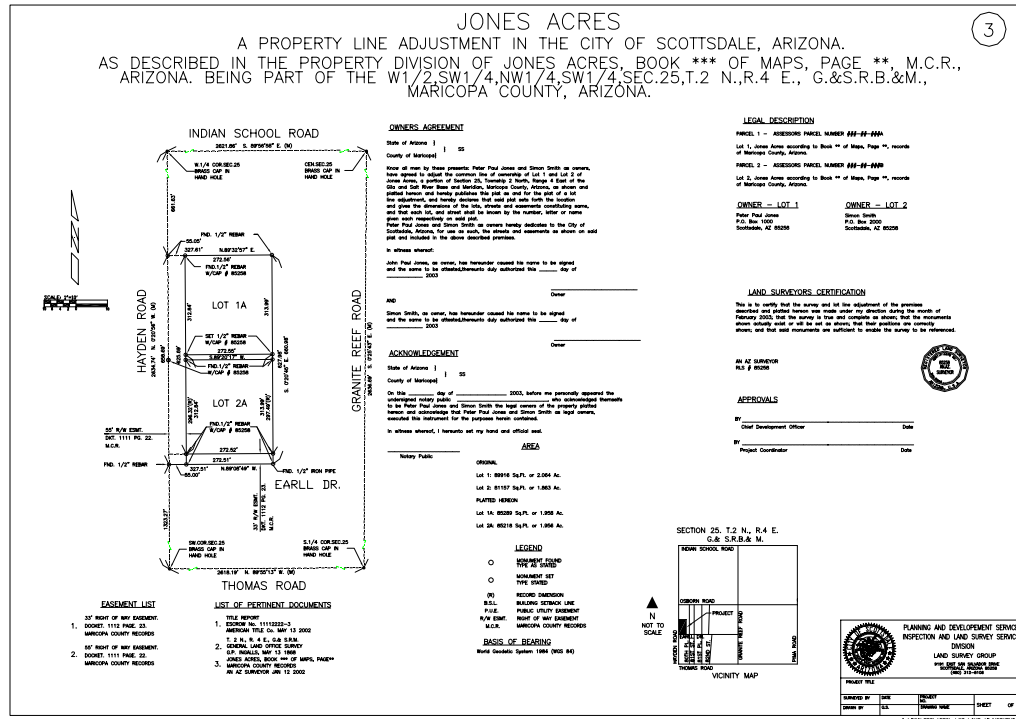


FIGURE 3.2-3. SAMPLE LOT LINE ADJUSTMENT

PROCEDURES

APPLICATION FOR LAND DIVISION

The first step to apply for a land division is to call the city's Planning and Development Services Office at 480-312-7000 to obtain an application form. This form is also on the city's web site at www.scottsdaleaz.gov/design/dspm/forms. See www.scottsdaleaz.gov/dspm/checklists for a land division review checklist.

The applicant should complete the form and submit it to the Planning and Development Services Office, along with the non-refundable filing fee for processing.

REVIEW PROCESS

A project coordinator and a team of city staff consultants will review the application to determine whether the proposed property division, property assemblage, or property line adjustment meets the appropriate criteria for staff approval. The team will review the application for zoning, building code, archeology, engineering, and transportation requirements.

A. Meeting with the Applicant

The project coordinator will meet with the applicant and advise the applicant of the results of the team meeting and review.

1. If the application meets the criteria for staff approval without further information, the applicant may proceed to final plans submittal.

2. If the application appears to meet the criteria for staff approval but the team requires further information, the project coordinator will advise the applicant to provide specific additional information.
3. If the application does not meet the criteria for staff approval, the project coordinator will inform the applicant of possible alternate methods of approval for the proposed project. For example, if an applicant wishes to divide land into four or more lots, (or any other way that meets the definition of subdivision in the Subdivision Ordinance), the applicant must file for review of preliminary and final plats.

At the meeting, the project coordinator will also advise the applicant on stipulations requested by staff, and specific public objectives, standards, procedures, and regulations related to the property division, property assemblage, or property line adjustment.

B. Additional Information:

If additional information is requested and submitted, the application with the additional information will be processed again through the team meeting and review, before an additional meeting with the applicant.

3-2.103

FINAL PLANS SUBMITTAL AND REVIEW

After the applicant has received staff approval to proceed to final plans submittal, the applicant should submit final plans in conformance with:

1. The staff approval,
2. The minimum mapping standards in Section 3-3, and
3. The stipulations requested by staff, along with the non-refundable fee for processing. The team will again review the final plans for zoning, building code, archeology, engineering, transportation, and any other requirements uniquely attributable to the proposed project. The project coordinator will advise the applicant of the status of the final plans, the need for any changes or additional information, and notify the applicant when the final map is ready for recordation.

3-2.104

RECORDING THE MAP

The applicant should submit 2 Mylars (or 3, if the applicant wants to retain a recorded copy) of the final map and non-refundable recording fees. Only after the property division, property assemblage, or property line adjustment is recorded, may the applicant sell or build on the lot(s).

3-2.200

IMPORTANT LIMITATIONS & POLICIES

1. The owner bears the burden to conform the proposed property division, property assemblage, and property line adjustment to all applicable federal, state, and city statutes, rules, regulations, ordinances, plans, and policies.
2. Except where expressly modified or permitted by the Zoning Administrator, all lots resulting from a property division, property assemblage, or property line adjustment will be in conformance with the lot, street, block, alley, and easement design standards and requirements specified for subdivisions in the Subdivision Ordinance.
3. All lots created by a property division, property assemblage or property line adjustment will conform to the city Zoning Ordinance and General Plan. No land will be divided so that the resulting lots contain more dwelling units than are permitted by the existing zoning district regulations where the lots are located.

4. All lots created by a property division, property assemblage or property line adjustment will conform to all other applicable laws, rules, regulations, plans and policies.
5. All lots created by a property division, property assemblage or property line adjustment will:
 - a. Have frontage on a public or private street, and
 - b. Be subject to dedicating access to public improvements.
6. Any new street created through the division of land is considered a subdivision and therefore must comply with the subdivision process (see Section 3-1).
7. All lots created by a property division, property assemblage or property line adjustment will contribute proportionate shares to the city's public improvements. The city staff will require the applicant to provide, within a specific time, on-site and off-site public improvements, or payment in lieu of those improvements.
8. The applicant must provide all application information in writing, by notes on plans, by letter, or by combination thereof, and may use several sheets to show various elements of the required information.
9. No land division application that has already been subject to a property division will be accepted, reviewed or approved until 2 years after the recordation of the original property division. Furthermore, the new division application must not create 4 contiguous lots in ownership.
10. Anyone attempting to avoid compliance with the state and/or local subdivision laws and regulations will be reported to the Arizona State Department of Real Estate. Examples of transactions that will induce close scrutiny include:
 - a. Family members acting in collusion to divide property in a piecemeal manner to avoid the application of state and/or local subdivision laws and regulations, especially in a period of less than 5 years.
 - b. Interrelated partnerships, trusts, corporations, or other entities acting in collusion to divide property in a piecemeal manner to avoid the application of state and/or local subdivision laws and regulations, especially in a period of less than 5 years.
 - c. Any other activity that results in multiple divisions of the same or adjacent property in a period of less than 5 years.
11. All non-residential property divisions, property assemblages, and property line adjustments are subject to additional site plan approval from the Development Review Board.
12. All non-residential property divisions, property assemblages, and property line adjustments involving property with existing structures must either:
 - a. Meet the approved Development Review Board development standards for the lot(s) created, or
 - b. Enter into a recorded agreement with the other owners addressing parking, open space, retention, maintenance, building volume, and access within the complex or center.
13. After a non-residential subdivision plat or site plan is recorded, city staff will only approve a non-residential property assemblage or property line adjustment under the procedures in this section if the property assemblage or property line adjustment has no significant affect on the shared public and private facilities for parking, open space, retention, drainage, and access.

3-2.300**DEDICATIONS / DECLARATIONS**

The following dedications/declarations can be downloaded from the city of Scottsdale web site at www.scottsdaleaz.gov/design/dspm/forms.

- Property assemblage in public land survey system with additional streets or easements created.
- Property assemblage in public land survey system with no additional streets or easements created.
- Property assemblage in an existing subdivision with additional streets or easements created.
- Property assemblage in an existing subdivision with no additional streets or easements created.
- Property division in public land survey system with additional streets or easements created.
- Property division in public land survey system with no additional streets or easements created.
- Property division in an existing subdivision with additional streets or easements created.
- Property division in an existing subdivision with no additional streets or easements created.
- Property line adjustment in public land survey system with additional streets or easements created.
- Property line adjustment in public land survey system with no additional streets or easements created.
- Property line adjustment in an existing subdivision with additional streets or easements created.
- Property line adjustment in an existing subdivision with no additional streets or easements created.

This section addresses land surveying and mapping requirements related to real property within the city. It specifies elevation data needed for submittals and the minimum requirements for compliance with federal, state, county, and city standards.

Current Planning

7447 E Indian School Road
Suite 105
480-312-7000

Plan Review

7447 E Indian School Road
Suite 105
480-312-7080

Records

7447 E Indian School Road
Suite 105
480-312-2356

One Stop Shop

7447 E Indian School Road
Suite 100
480-312-2500

contents

Sections_____

3-3.000	General Information	
3-3.100	Minimum Standards	
3-3.200	Map Requirements	3.1-3

GENERAL INFORMATION

3-3.000

Real property related submittals must comply with applicable policies and standards. This includes but is not restricted to the Arizona Boundary Survey Minimum Standards and the statutes governing the Arizona State Board of Technical Registration as found at www.btr.state.az.us.

All submittals requiring or making reference to elevation data must use or relate to the city of Scottsdale reference datum, which is the North America Vertical Datum of 1988 (NAVD 88). Horizontal & Vertical datum web site: www.scottsdaleaz.gov/landsurvey.

A. MAPPING

All mapping and platting in order to create new or different parcels of land for the purpose of sale, lease, or public use must be done in accordance with the minimum standards set forth in the laws of the United States of America, the State of Arizona, County of Maricopa, and the city of Scottsdale.

Critical review of land survey product submittals will be based on published rules and minimum standards set forth by the above referenced agencies.

MINIMUM STANDARDS

3-3.100

LAND SURVEYING & MAPPING IN THE CITY OF SCOTTSDALE

3-3.101

1. Compliance with the Public Land Survey System, established by the General Land Office and currently administered by the Bureau of Land Management, is required when performing any land boundary survey.
2. Compliance with Arizona Revised Statutes regarding land surveying and mapping, together with the Arizona Boundary Survey Minimum Standards administered by the Board of Technical Registration, must be reflected on mapping products submitted by the land surveyor.
3. The land surveyor must comply with the requirements of the Maricopa County Recorder regarding recording standards prior to submittal of mapping products to the city.
4. The city of Scottsdale's minimum standards for mapping and platting include the above minimum standards along with proper research, field examination, measurements, analysis, calculation and presentation, and as follows:
 - a. A land boundary survey of the subject property must be performed in accordance with "Minimum Standards for Arizona Land Boundary Surveys" (effective February 2002 by the State of Arizona Board of Technical Registration), which includes but is not limited to the following:

- b. The map or plat must be presented on a format acceptable for recording with the office of the Maricopa County Recorder on a 24"X 36" sheet size.
- c. Submit survey field notes, raw data and coordinate files (electronically) from the actual field survey conducted by the surveyor submitting the plat or map.
- d. Submit the closure and area calculations for the parent parcel, and parcels resulting from a land division, a land assemblage, or a property line adjustment, and any easements being created or of record.
- e. Show and describe all monuments controlling the boundary of the subject property.
- f. Show all measured and recorded distances (bearings if necessary)
- g. Basis of bearings.
- h. Show property boundary line with heavy solid line. Boundary is defined as contained in title report legal description. Include the easements for the gross property area.
- i. Show all previous property divisions with case and recording numbers.
- j. Show all easements that appear in title report, citing width, dimensions (bearings and distances), and recorded instrument number.
- k. Show easements that may appear on the Patent Deed in Small Tract Act areas. (Also known as "GLO easements" and do not always appear in title report – See Section 3-4.200)
- l. Show all existing improvements that are affected by zoning district restrictions with distances from property line.
- m. Show zoning district building setback lines with dimensions.
- n. Show building permit numbers of existing structures.
- o. Show existing septic tank and disposal site and its post-approval disposition with distance from property line and structures.
- p. Show existing well, if any.
- q. Show legal access to property.
- r. Show names of adjacent property owners or Assessor Parcel Numbers.
- s. Show area, in square feet, and dimensions of each new lot with lot number.
- t. Show a vicinity map.
- u. Show existing roadway names.
- v. Show north arrow and scale.
- w. Show pertinent references per State of Arizona Board of Technical Registration Minimum Standards.
- x. Show significant land features.

MAP REQUIREMENTS

3-3.200

REQUIRED ELEMENTS

3-3.201

1. The Survey Map, prepared on a recordable format, will be the only document to be produced by the applicant's Registered Land Surveyor. New lots, street dedications, and easements required for various purposes will be shown on the plat. Special conditions of the request can be expressed here. Depending upon the nature of the request, a city representative will recommend specific elements necessary to show on the specific plat.
2. Provide a name of survey map, such as "Land Survey Map for JOHNSON PROPERTIES" in the title caption on the cover sheet.
3. Brief description in the title stating at a minimum the quarter section, Section, Township, Range, Meridian, County, and State. The title may need more specific information depending on particulars of the parent description.
4. Complete legal description as appears in subject current title report.
5. Legal descriptions of new lots are not necessary as the lot and name of plat will be sufficient for conveyance.
6. Dedication / Declaration / Agreement and Acknowledgment (Figure 3.1-3).
7. Ratification by beneficiaries, if applicable, and Acknowledgment (Figure 3.1-4).
8. Land surveyors certification (Figure 3.1-2).
9. Consultant's name and address.
10. City approval by Planning and Development Department (Figures 3.1-5 and 3.1-6).
11. Legend
12. North arrow and scale.
13. List of pertinent references.
14. Show existing easements, recording references, dimensions (bearings and distances), and purposes.
15. Case number and DR number.
16. Stipulations as required on the Staff Approval.

This section describes the process for releasing public roadways easements and for General Land Office easements. A pre-application, formal submittal, and public hearing are required for each abandonment proposal.

Land Survey

9191 N San Salvador
2nd Floor
480-312-5750

Current Planning

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Road
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480-312-7000

Plan Review

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480-312-2500

contents

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- 3-4.000** General Information
- 3-4.100** Public Roadway Abandonments
- 3-4.200** General Land Office (GLO)
 Easements

Figures_____

- 3.4-1** GLO Easement Locations

GENERAL INFORMATION

3-4.000

Abandonment is the process by which the city of Scottsdale gives up its public interest in the public roadways. These roadways may have been obtained through subdivision plats, deeds, easements, and reservations and may be called streets, alleys, rights-of-way, roadway easements and roadway reservations. All of these forms of roadways are typically recorded in Maricopa County Records' Office as a matter of public record.

The common element of these roadways is they all contain roadway rights in favor of the city of Scottsdale (general public). Abandonment releases the publicly held interest in a roadway, including but not limited to the right to access, build roads, bridges, sidewalk curbs and gutters, drainage facilities, and utilities, etc.

Abandonments typically occur when a property owner wishes to eliminate the public interest in a public roadway, alley or easement affecting or adjacent to their property. Once abandoned, the roadway area becomes part of the adjacent property.

Examples:

- A sub-divider or a developer may want to eliminate excess public roadways to facilitate creating a new subdivision or commercial project.
- A neighborhood may want to form a gated, private community.
- The city may determine that a public roadway is no longer necessary, and may initiate abandonment.

A. Applicable Regulations

- City Code, Chapter 47, Article IV. Streets, Sidewalks & Public Works
- Arizona Revised Statutes, Article 8, Chapter 20, Title 28

PUBLIC ROADWAY ABANDONMENTS

3-4.100

The abandonment process consists of Pre-Application, Formal Submittal, and the Public Hearing Process (see Section 1-1). The public rights are transferred back to the property owner in a Resolution approved by City Council. Additional information, including fee sheets, can be found on-line at www.scottsdaleaz.gov/bldgresources/devprocess. See www.scottsdaleaz.gov/dspm/checklists for an abandonment checklist.

ABANDONMENT PRE-APPLICATION

3-4.101

A pre-application is required for each abandonment proposal (see Section 1-1.300). Forms and fee schedules can be obtained from the Current Planning office, online at www.scottsdaleaz.gov/BldgResources/DevProcess; or by calling 480-312-7000.

At the pre-application conference, staff will review the request and outline the approval process. A Neighborhood Involvement Plan is required for all Abandonments (See Section 1-1.301). Specific notification requirements will be determined by the staff coordinator at the pre-application meeting. Requirements may include neighborhood/HOA notification, posting a sign on the property, an open house, or other notification as determined by the coordinator.

After the pre-application meeting, the staff coordinator will then take the request to affected city departments for their comments (Transportation, Sanitation, Trails, Fire, etc). Within two weeks of the conference the staff coordinator will provide an application, a listing of the issues that surfaced in staff discussions and a determination of whether or not staff can support the request.

3-4.102**FORMAL APPLICATION SUBMITTAL**

The typical time frame for applicants to address staff concerns and complete their application requirements is one to six weeks. Once the application is completed and all related materials are assembled, the applicant must schedule a meeting with the coordinator to verify the application; staff will sign the application indicating that all requirements have been met. After obtaining staff signature, submit application materials and payment to the One Stop Shop.

3-4.103**PUBLIC HEARINGS**

Abandonments are required to go through two public hearings (Planning Commission and City Council) to allow neighbors and other interested parties (HOAs, etc) an opportunity to review and comment on the proposal. Due to the legal noticing requirements for public hearings, it may take 3 to 4 months to process an abandonment. Planning Commission hearings typically take place 6 – 8 weeks after formal submittal; City Council hearings 4 – 6 weeks after that.

3-4.104**RECORDED DOCUMENT FINALIZES ABANDONMENT**

If the Council approves the request, the resolution will be sent to the Maricopa County Records office which legally abandons the city's public interest in the property (as authorized by State Statutes). Recordation of this Resolution is the final step in the public roadway abandonment process. A copy of the recorded document is sent to the applicant approximately 1 month after the Council passes the resolution.

3-4.200**GENERAL LAND OFFICE (GLO) EASEMENTS**

The General Land Office (GLO) roadway easements were created by the Federal Small Tract Act (1938) to assure legal access for future street planning by prohibiting the building of any structures across these easements. The city has viewed these patent roadway and utility easements as assured access at least until a local circulation plan is established. As GLO lots come in for development (i.e. lot splits, subdivisions or requesting building permits) staff requires city rights-of-way dedications per city circulation plans.

Any patent easement in excess of the current circulation plan requirements (including trails), roadway standards, and not required to insure access to any other lot, may be requested to be abandoned. GLO roadway easements go through the same process as the public roadway abandonment; the public rights are abandoned in a Resolution approved by City Council.

The city's abandonment of a GLO easement does not include any determination of private rights; similar to other private easement rights, those are matters between property owners.

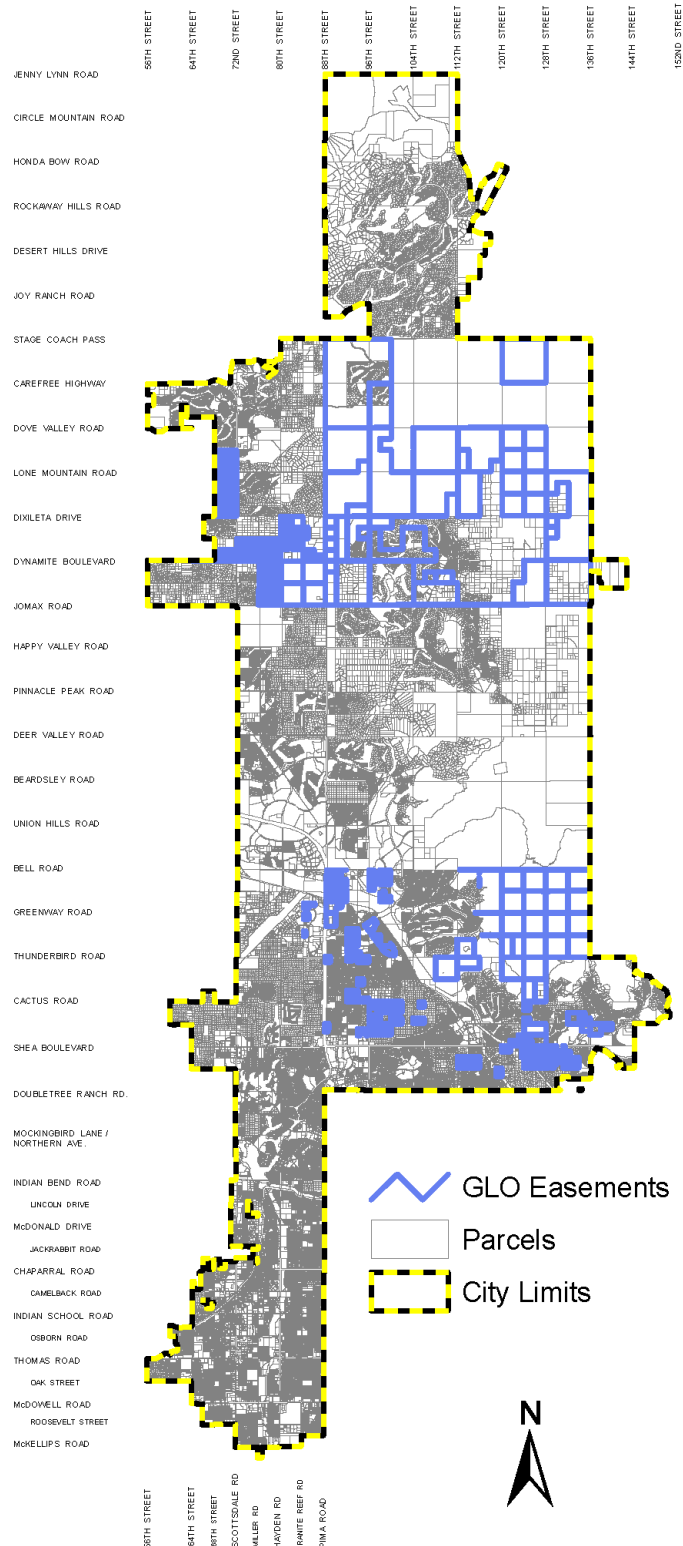


FIGURE 3.4-1. GENERAL LAND OFFICE (GLO) EASEMENT LOCATIONS



Subdivisions – Appendix 3-1A

Dedication Descriptions

Type of Dedication	Description
Additional Signatures and Acknowledgments	Attach copies of this sheet to the back of any dedication form when there are more than two grantors. The blanks at the top of the page are for the name and date of the form to which this sheet is being attached.
Confirmation of Dedication	<ol style="list-style-type: none">1. A person who signs this document gives up his ownership rights to stop the city from using the dedication. For example, if a bank forecloses a mortgage that exists before the city receives a dedication, the foreclosure destroys the city's dedication, unless the bank signs this form.2. Form can be used with any dedication document. Eliminates the need for specific confirmation forms, such as Confirmation of Natural Area Open Space and Confirmation of Right-of-Way Dedication.3. Can be signed by any person who has an adverse interest in the land being dedicated. Eliminates the need for separate confirmation forms by lenders, tenants, etc.4. Instructions for completing the form:<ul style="list-style-type: none">• The first blank (labeled "Beneficiary") is for the name and organizational data of the person who has the adverse ownership.• The second blank is for the recording number of the document that created the adverse interest.• The third blank is for the name of the city dedication document that he is confirming (such as "Public Trail Easement").• The fourth blank is for the recording number of the city's dedication document that he is confirming.5. This document should be used at the same time as the dedication. It can also be used to cure a problem if the city discovers a lender, etc., who did not confirm the dedication. If used at the same time as the dedication, then insert the words "recorded herewith" in the fourth blank, cross out the "WHEN RECORDED RETURN TO" line at the top and the address immediately below it, and attach this document to the back of the dedication and record with the dedication as a single document. Otherwise, insert the recording number for the dedication in the fourth blank and record the confirmation of dedication separately.
Deed of Right-of-Way Dedication	<p>Allows city to use the property for:</p> <ul style="list-style-type: none">• Public street purposes• Motorized and non-motorized traffic• Public Utilities <p>Used to create ordinary street right-of-way.</p>



Subdivisions – Appendix 3-1A

Dedication Descriptions

Type of Dedication	Description
Drainage and Flood Control Easement and Provision for Maintenance	<p>Allows city to use the property for:</p> <ul style="list-style-type: none"> • Diverting water onto the property • Drainage facilities <p>Does not give the city the right to install or operate or go on the property for:</p> <ul style="list-style-type: none"> • Utilities • Pedestrian or vehicular use (except related to drainage uses) • Any use by the public
Natural Area Open Space Easement , including Restored Desert	<p>Allows city to stop any construction on or other disturbance of the land or natural desert plants.</p> <p>Does not give city the right to operate or go on the property for:</p> <ul style="list-style-type: none"> • Public pedestrian and vehicular access • Any reason except as necessary to enforce the dedication
Private Access Easement	<p>The word “private” in the name of the document makes it clear that it is not creating a public street right-of-way.</p> <p>Allows the person named as grantee to use the property for a private street or driveway across one privately owned parcel serving another privately owned parcel.</p> <p>Does not allow:</p> <ul style="list-style-type: none"> • Access for the city or the public • Access for any city vehicles (including fire trucks or garbage trucks) • Public utilities
Public Ingress/Egress Easement	<p>Allows city to use the property for public pedestrian and vehicular access.</p> <p>Does not give city the right to install or operate or go on the property for:</p> <ul style="list-style-type: none"> • Drainage uses except as necessary for pedestrian and vehicular access • Utilities <p>Similar to a regular street right-of-way, except grantor still owns the land, and public use is limited to surface transportation (i.e., it does not allow utilities).</p>
Public Trail Easement	<p>Allows city to use the property for:</p> <ul style="list-style-type: none"> • Public non-motorized access • Pedestrian and emergency and service vehicle access <p>Does not give city the right to install or operate or go on the property for:</p> <ul style="list-style-type: none"> • Drainage facilities • Motor vehicle ways • Public Utilities



Subdivisions – Appendix 3-1A

Dedication Descriptions

Type of Dedication	Description
Public Utility Easement	<p>Allows the city to use the property for public utilities.</p> <p>Does not give the city the right to install or operate or go on the property for purposes other than public utility related uses.</p> <p>Does not give any public utility company any right to use the land. The dedication is only to the City of Scottsdale. The City can share its rights with public utility companies, but public utility company can only use easement with formal written permission from the City of Scottsdale (franchises, encroachment permits, etc.). These same rules apply to private utilities in normal street right-of-way.</p>
Scenic Corridor Easement	<p>Allows city to prevent the owner from obstructing the view with any construction on or other disturbance of the land or natural desert plants.</p> <p>Does not allow city to go on the property for any purpose other than to preserve the scenic corridor.</p>
Sewer Line Easement	<p>Allows city to use the property for public sewer lines.</p> <p>Does not give city the right to install or operate or go on the property for purposes other than public sewer line related uses.</p>
Sight Distance Easement	<p>Allows city to prevent the owner from obstructing the view with any obstruction as per city code.</p> <p>Does not allow city to go on the property for any purpose other than to preserve the sight distance.</p>
Water Line Easements	<p>Allows city to use the property for public waterlines.</p> <p>Does not give city the right to install or operate or go on the property for purposes other than public waterline related use.</p>